



**COUNTY OF LOS ANGELES**  
**REGISTRAR-RECORDER/ COUNTY CLERK**  
**OPEN COMPETITIVE JOB OPPORTUNITY**



**THIS ANNOUNCEMENT IS A REBULLETIN TO AMEND THE MINIMUM REQUIREMENTS AND UPDATE THE APPLICATION INSTRUCTIONS, AND SUPERSEDES BULLETIN NO. 07-07 POSTED ON MAY 24, 2007 WITH AN ORIGINAL FILING DATE OF MAY 25, 2007. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION IF THEY WISH. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.**

**SALARY UPDATED AS OF JANUARY 1, 2009**

**Bulletin No. 25-07**

**Posting Date: December 28, 2007**

**JOB TITLE**

**ELECTION ASSISTANT II, NC (ELECTION ASSISTANT II, NC, TRUCK DRIVER, TEMPORARY)**

**EXAM NUMBER**

E9313A

**FILING DATES**

May 25, 2007 until needs are met

**SALARY**

**\$19.18 HOURLY**

**POSITION INFORMATION**

Performs one or more of a variety of assignments essential to the conduct of elections and related functions of the Department of Registrar-Recorder/County Clerk. Positions allocable to this intermediate level class work under the supervision of an Election Assistant III or other higher level supervisor on a variety of assignments essential to the conduct of primary, general and special elections and related election functions of the Department of Registrar-Recorder/County Clerk. Such assignments include: Supervising teams of subordinate staff processing voted ballots; troubleshooting precinct operational problems; preparing election related equipment; distributing and retrieving election materials; and developing and conducting election related training. Some assignments may require frequent heavy lifting over 25 lbs. combined with bending and stooping.

**ESSENTIAL JOB FUNCTIONS**

- Supervises and participates in the receiving, inspecting, recording and storing of voted ballot cards.
- Supervises and participates in the inspection, repair or replacement of ballot card boxes or trays.
- Receives and accounts for election materials and supplies delivered to election headquarters and coordinates the operational set-up and removal of such materials and equipment.
- Troubleshoots and resolves problems at polling places on a 24 hour on-call basis; requires driving a private vehicle to various places.
- Explains polling place operations and election processes in response to questions from the public and public officials at polling places; is assigned to satellite voting locations, or regional district field offices.
- Acts as the person in-charge of the election board at a polling place and opens and closes polling places.
- Assists in developing training courses related to election processes by determining course content, preparing training outline, and determining the need for and kind of training visual aids.
- Schedules, secures training rooms, and conducts election related

Registrar-Recorder/ County Clerk: Address: 12400 Imperial Highway, Room 2204, Norwalk, CA 90650  
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

**THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER**

**MINIMUM  
REQUIREMENTS**

training classes.

- Configures, installs, and tests personal computers and printers for election related activities.
- Troubleshoots PC related software/hardware problems.
- Instructs precinct inspectors in making minor repairs or adjustments to voting devices; makes emergency repairs/adjustments or provides replacement of any broken/inoperable devices.
- Participates in the production of election related training or employee orientation videos by operating camera, lighting, sound or editing equipment, or by script writing.
- Drives a truck up to 24 feet in length with standard or automatic transmission on an assigned route to deliver and pick-up election materials and supplies; loads and unloads election materials and supplies and oversees a truck helper.

Six months' experience driving a truck in pick-up or delivery service.

**Physical Class:** 4 - Arduous:

Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

**Licenses:** A valid California Class "C" Driver License is required to perform job-related essential functions.

**Special Requirement Information:** Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

**SPECIAL  
INFORMATION**

**Shift:** Any Shift

Appointees will be required to work any shift, including evenings, weekends, and holidays.

**VACANCY  
INFORMATION**

The resulting eligible register for this examination will be used to fill temporary vacancies in the Department of Registrar-Recorder/County Clerk. The eligible register will be used for temporary employment only.

**EXAMINATION  
CONTENT**

This examination will consist of only one qualifying part:

Part I: Qualifying hands-on driving performance test.

**This is a noncompetitive examination.** This examination is intended to merely list qualified applicants who have passed the qualifying hands-on driving performance test. Applicants will be placed on an eligible register without indication of relative standing in the examination. The appointing power may appoint any one of the names on the appropriate register except a person without veterans credit may not be appointed if there are three or more names on the list of persons entitled to veterans credit.

**ELIGIBILITY  
INFORMATION**

**ELIGIBLE REGISTER INFORMATION:** Successful candidates will be placed on the eligible register for a period of twelve (12) months from the date of promulgation.

**RETAKE:**

Employees who were appointed and released after an election cycle may reapply for this examination three (3) days from the date of release.

**\* \* \* \* IMPORTANT INFORMATION \* \* \* \***

**APPLICATION  
INFORMATION**

**Instructions for Filing Online:** The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically until the needs are met. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE GO TO:** <https://easier.co.la.ca.us>.

**Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (562) 462-1373 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.**

**Instructions for Hard Copy Submission:** A Standard County of Los Angeles Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Friday, December 28, 2007 until the needs are met. A Standard County of Los Angeles Employment Application can be found at:  
<http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. All information supplied by applicants is subject to verification.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

Registrar-Recorder/County Clerk  
Human Resources Division  
12400 Imperial Highway, Room Number 2204  
Norwalk, CA 90650  
(562) 462-2285

**DISABILITY  
ACCOMMODATIONS**

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 462-2270.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 462-2270. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 or (800) 897-0077 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S  
CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT  
ELIGIBILITY  
INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY  
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.